International Training Calendar 2011
Windhoek – Namibia

INSTITUTE FOR CAPACITY DEVELOPMENT (ICD)

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Computing and Information Technology Management (CITM): Venue: - Windhoek (Namibia)

Course Code	Course	Duration	Dates	Cost (US$)
CITM 1	Advanced Computer Skills for Personal Assistants	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3250
CITM 2	Database Management Techniques	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3450
CITM 3	Desk-top Publishing	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3350
CITM 4	Intermediate Microsoft Access	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3150
CITM 5	Management Information System and Data Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3550
CITM 6	Microsoft Access Introduction	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
CITM 7	Microsoft Excel Advanced	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3250
CITM 8	Microsoft Excel Intermediate	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3150
CITM 9	Microsoft Excel Introduction	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
CITM 10	Microsoft Powerpoint Introduction	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
CITM 11	Microsoft Word Advanced	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3250
CITM 12	Microsoft Word Intermediate	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3150
CITM 13	Microsoft Word Introduction	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
CITM 14	Network Security Administration and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3500
CITM 15	Online Publishing	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3450
CITM 16	Website Development and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3450

Human Resources and Organisational Development (HROD): Venue: - Windhoek (Namibia)

Course Code	Course	Duration	Dates	Cost (US$)
HROD 1	Advanced HR for Public Sector Managers	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
HROD 2	Advanced Trainers Skills Development for Senior Trainers	1 week	19 – 23 Sep, 24 – 28 Oct, 21 – 25 Nov	2550
HROD 3	Balanced Scorecard for Human Resources Management	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 4	Change and Transformation Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3250
HROD 5	Conflict Management and Resolution	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 6	Corporate Planning and Strategic Management	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
HROD 7	Curriculum Design and Development	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
HROD 8	Developing and Implementing an Effective Balanced Score Card System	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
HROD 9	Disarmament, Demobilisation, Reintegration and the Process of Peace-Building	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
HROD 10	Effective Management and Supervisory Skills for Managerial Staff	1 week	24 – 28 Oct, 21 – 25 Nov, 12 – 16 Dec	2550
HROD 11	Effective Negotiation Skills	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3350
HROD 12	Gender Analysis and Mainstreaming	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 13	Good Governance and Leadership	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
HROD 14	HR and the Law	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3450
HROD 15	HR for non-HR professionals	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
HROD 16	HR policy development and implementation	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
HROD 17	HR strategy fundamentals	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 18	Human Resource Management and Development	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
HROD 19	Integrating Organizational & Individual Performance Management Systems	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 20	Introductory human resources Management and performance evaluation	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
HROD 21	Labour Relations in the Public Sector	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
HROD 22	Leadership Development Programme for Women	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
HROD 23	Leadership Innovation and Change Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
HROD 24	Leading & Communicating Change	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 25	Management Advancement Programme	1 week	22 – 26 Aug, 19 – 23 Sep, 21 – 25 Nov	2550
HROD 26	Managing the Office Function	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3350
HROD 27	Measuring HR effectiveness	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	3450
HROD 28	Media Communication and Advocacy	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950

HROD 29	Mediation and Grievance Handling	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
HROD 30	Organisational Development	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3250
HROD 31	Performance Appraisal Techniques for PAs	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 32	Performance Based Human Resources Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
HROD 33	Performance Evaluation and Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3500
HROD 34	Post-Conflict Reconstruction and Stabilisation	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
HROD 35	Public Service Human Resource Planning and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
HROD 36	Results Based Performance Management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
HROD 37	Setting performance measures	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
HROD 38	Staff Performance, Appraisal and Evaluation Technique	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 39	Strategic Management Skills for Senior Executives	1 week	22 – 26 Aug, 19 – 23 Sep, 21 – 25 Nov	2550
HROD 40	Talent Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 41	Target Setting and Performance Measurement for Public and Private Sector Institutions	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
HROD 42	Team Building	1 week	19 – 23 Sep, 24 – 28 Oct, 12 – 16 Dec	2550
HROD 43	Training Needs Analysis and staff Development	1 week	22 – 26 Aug, 24 – 28 Oct,12 – 16 Dec	2550
HROD 44	Training of Trainers (TOT)	1 week	19 – 23 Sep, 24 – 28 Oct, 21 – 25 Nov	2550
HROD 45	Understanding the role and Operations of the Ombudsman	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HROD 46	Workforce Planning	1 week	22 – 26 Aug, 19 – 23 Sep, 21 – 25 Nov	2550
HROD 47	Youth Leadership Development and empowerment	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3500
HROD 48	Emotional Intelligence	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3150

Project and Contracts Management (PACM): Venue: - Windhoek (Namibia)

Course Code	Course	Duration	Dates	Cost (US$)
PACM 1	Advanced Project Management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3250
PACM 2	Advanced Project Monitoring and Evaluation	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3250
PACM 3	Advanced Project Analysis and Evaluation	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3350
PACM 4	Advanced Project Finances Analysis	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3250
PACM 5	Advanced Project Monitoring and Evaluation for Development Projects	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3350
PACM 6	Development Planning: Framework, Design and Techniques	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
PACM 7	Gender Sensitive Project Planning and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
PACM 8	Managing BOOT Projects	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
PACM 9	Managing Multiple Projects	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
PACM 10	Managing the Contract and Supplier Relationships	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
PACM 11	Methods and Tools for Project Monitoring and Evaluation	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
PACM 12	Microsoft Project	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3350
PACM 13	Monitoring and Evaluation of Community and Development Project Projects	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	3150
PACM 14	Participatory Project Planning and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3250
PACM 15	Private Public Partnerships for Development Projects	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
PACM 16	Project Design Planning and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
PACM 17	Project Design, Proposal Writing and Fund Raising	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
PACM 18	Project Finance Analysis	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3250
PACM 19	Project Planning, Monitoring and Evaluation	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
PACM 20	Project Planning and Management for NGOs	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
PACM 21	Projects Monitoring and Evaluation	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
PACM 22	Results Based Monitoring and Evaluation of development projects	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3250
PACM 23	Strategic Financial Management of NGO Projects	1 week	19 – 23 Sep, 24 – 28 Oct, 21 – 25 Nov	2550
PACM 24	Sustainable Development Projects in Rural Communities	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
PACM 25	Tendering Processes and Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950

Secretarial and Office Administration (SAOM): Venue: - Windhoek (Namibia)

Course Code	Course	Duration	Dates	Cost (US$)
SAOM 1	Advanced Executive Office Administration and Secretarial Skills	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3250
SAOM 2	Archival Management and Documentation	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
SAOM 3	Basic Executive Office Administration and Secretarial Skills	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
SAOM 4	Computerized Management of Institutional Records	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
SAOM 5	Customer Care and Public Relations	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
SAOM 6	Developing Communication Tools	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
SAOM 7	Effective Planning & Scheduling	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
SAOM 8	Effective Presentation skills	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
SAOM 9	Event Planning and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
SAOM 10	Executive Secretarial and Administrators Course	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3450
SAOM 11	Intermediate Executive Office Administration and Secretarial Skills	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3150
SAOM 12	Management Advancement Programme for Secretaries	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
SAOM 13	Management Skills for Ministers Secretaries	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
SAOM 14	Managing Information Registry	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
SAOM 15	NGO management and Administration	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
SAOM 16	Professional Minute taking and report writing skills	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
SAOM 17	Professional Secretarial and administrative Skills	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
SAOM 18	Protocol Procedures and Diplomatic etiquette	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3350
SAOM 19	Public Relations for secretaries	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
SAOM 20	Report Writing Skills	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
SAOM 21	Technical Report Writing Skills	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950

Finance and Financial Management (FAFM): Venue: - **Windhoek (Namibia)**

Course Code	Course	Duration	Dates	Cost (US$)
FAFM 1	Accounting Skills for the New Supervisor	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
FAFM 2	Activity Based Budgeting	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
FAFM 3	Advanced Accounting and Auditing for Public Sector Organizations	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3150
FAFM 4	Advanced Business Financial Analysis	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3250
FAFM 5	Asset and Liability Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3250
FAFM 6	Auditing of Computerized Accounting Systems	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	3150
FAFM 7	Auditing of State Owned Enterprises	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3150
FAFM 8	Budgetary control in project control management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3450
FAFM 9	Budgeting and Budgetary Control	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3150
FAFM 10	Budgeting and Forecasting	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3150
FAFM 11	Computer Applications in Accounting Auditing and Financial Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3250
FAFM 12	Computerized Public Sector Financial Management	1 week	19 – 23 Sep, 21 – 25 Nov, 12 – 16 Dec	2550
FAFM 13	Evaluating Financial Performance	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	3150
FAFM 14	Finance and Budgeting for Non Finance Managers	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
FAFM 15	Financial Analysis	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3350
FAFM 16	Financial management and auditing of donor- funded projects	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3150
FAFM 17	Financial Management and Budgetary control	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
FAFM 18	Financial Management for Managers	1 week	22 – 26 Aug, 19 – 23 Sep, 21 – 25 Nov	2550
FAFM 19	Financial Management for NGOs	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3150
FAFM 20	Financial Modelling & Valuation	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
FAFM 21	Financial Performance Evaluation for Public Sector Institutions	1 week	19 – 23 Sep, 24 – 28 Oct, 12 – 16 Dec	2550
FAFM 22	Financial Planning & Forecasting	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
FAFM 23	Financial Risk Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
FAFM 24	Implementing Auditing Procedures	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3350
FAFM 25	Internal Audit	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3150
FAFM 26	International Financial Reporting Standards (IFRS)	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3450
FAFM 27	Managing Cash flow	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
FAFM 28	Managing the Internal Audit Function	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3150
FAFM 29	Performance Based Budgeting	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3150
FAFM 30	Project Finance Modelling	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3250
FAFM 31	Public Sector Financial Management and control	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3150
FAFM 32	Strategic Financial Management	1 week	22 – 26 Aug, 19 – 23 Sep, 21 – 25 Nov	2550

Logistics, Purchasing and Supply Chain Management (LPSM): Venue: - Windhoek (Namibia)

Course Code	Courses	Duration	Dates	Cost (US$)
LPSM 1	E- Procurement	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
LPSM 2	Effective Purchasing, Tendering & Supplier Selection	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
LPSM 3	Environmental Procurement	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
LPSM 4	Evaluating, Rating and Selecting Suppliers	1 week	22 – 26 Aug, 19 – 23 Sep, 21 – 25 Nov	2550
LPSM 5	Fleet and Transport Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
LPSM 6	Fundamentals of Purchasing and Group purchasing	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
LPSM 7	Managing Supply Chain in Logistics	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
LPSM 8	Managing the Contract & Supplier Relationships	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
LPSM 9	Materials and Supply Chain Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
LPSM 10	Procurement Management	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3250
LPSM 11	Production Planning & Inventory Control	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
LPSM 12	Purchasing & Supply Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3150
LPSM 13	Purchasing and Cost Saving Techniques	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
LPSM 14	Specifying Requirements & Planning Supply	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3150
LPSM 15	Strategic Logistics: Planning and Management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3250
LPSM 16	Understanding the Corporate Environment	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
LPSM 17	Warehouse and Retails Logistics	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3150
LPSM 18	Warehouse Operations and Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3150

Microfinance and Enterprise Development (MAED): Venue: - Windhoek (Namibia)

Course Code	Course	Duration	Dates	Cost (US$)
MAED 1	Accounting Principles for Microfinance Institutions	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
MAED 2	Business Planning in Microfinance	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
MAED 3	Business, Credit Appraisal and Entrepreneurship Development	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
MAED 4	Delinquency Management and Interest Rate Setting	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
MAED 5	Development Strategies for SMEs	1 week	19 – 23 Sep, 21 – 25 Nov, 12 – 16 Dec	2550
MAED 6	Financial Analysis for Microfinance Institutions	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	3250
MAED 7	Improving Operating Efficiencies in MFIs	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
MAED 8	Lending Methodologies and Product Development	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
MAED 9	Management Information System for Microfinance Institutions	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3450
MAED 10	MFI Performance Monitoring and Reporting	1 week	24 – 28 Oct, 21 – 25 Nov, 12 – 16 Dec	2550
MAED 11	Microfinance and Institutional Policy Development	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
MAED 12	Micro-finance Management and Governance	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
MAED 13	Microfinance Policy, Regulation and Supervision	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
MAED 14	Micro-finance Projects: Sustainable Community Development and the Role of Women	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3150
MAED 15	Microfinance Risk Management and Internal Control Audit Training	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3250
MAED 16	Microfinance Training of Trainers	1 week	19 – 23 Sep, 24 – 28 Oct, 21 – 25 Nov	2550
MAED 17	Operational Risk Management for Microfinance Institutions	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
MAED 18	Principles for Successful Microfinance	1 week	22 – 26 Aug, 19 – 23 Sep, 21 – 25 Nov	2550
MAED 19	Production Strategies and Techniques for Small Business	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
MAED 20	Skills for Microfinance Managers	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
MAED 21	Strategic Planning for Small Scale Industries	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
MAED 22	Strategic Marketing for Microfinance Institutions	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
MAED 23	Sustainable Enterprise Development and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950

Health, Safety and Environmental Management (HSEM): Venue: - Windhoek (Namibia)

Course Code	Course	Duration	Dates	Cost (US$)
HSEM 1	Climate Change Adaptation in Development	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
HSEM 2	Climate Change and Policy Design	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
HSEM 3	Community Engagement for Water Industry Projects	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HSEM 4	Community Health Project Planning and Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
HSEM 5	Community Health Promotion for Trainers	1 week	19 – 23 Sep, 21 – 25 Nov, 12 – 16 Dec	2550
HSEM 6	Community Management for Sustainable Water Supply and Sanitation	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
HSEM 7	Community Water and Sanitation	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
HSEM 8	Community Water Resource Management and Sustainable development	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
HSEM 9	Dietary management and treatments of HIV/AIDS	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
HSEM 10	Emergency Water Supply and Environmental Sanitation	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HSEM 11	Environment Impact Assessment Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
HSEM 12	Environmental Impact Assessment for Sustainable Development	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3150
HSEM 13	Environmental Planning for Sustainable Development	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
HSEM 14	Geographical Information Systems (GIS) and Remote Sensing	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3550
HSEM 15	Health Centre Administration and Management	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
HSEM 16	Health Policy Formulation and Planning	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
HSEM 17	Health Sanitation and Water Management	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HSEM 18	Integrated Urban Water Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
HSEM 19	Integrated Water Resources Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
HSEM 20	Integrating Climate Change in Policy Making and Programming for Sustainable Development	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
HSEM 21	Management of HIV/AIDS at the Workplace	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
HSEM 22	Managing Occupational Health and Safety	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
HSEM 23	Natural Resources Development and Environment Protection	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
HSEM 24	Nutrition and HIV/AIDS Management	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
HSEM 25	Sexual Reproductive Health Rights	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
HSEM 26	Sustainable Rural Water Supply and Sanitation	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
HSEM 27	Trade Waste and Industrial Wastewater Treatment	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
HSEM 28	Water Recycling: Design, Assessment and Optimisation	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3250
HSEM 29	Waste Management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3350

Economic Management and Development Policy (EMDP): Venue: - Windhoek (Namibia)

Course Code	Course	Duration	Dates	Cost (US$)
EMDP 1	Budgeting for Efficient Economic Management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3150
EMDP 2	Community Participation empowerment and Development	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
EMDP 3	Constructing Consumer Price Indices	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3150
EMDP 4	Debt and Fiscal Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3150
EMDP 5	Domestic Debt Management and Money & Capital Market Operations	1 week	19 – 23 Sep, 21 – 25 Nov, 12 – 16 Dec	2550
EMDP 6	Econometric estimation and forecasting	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
EMDP 7	Econometric Research, Modelling & Policy Analysis	1 week	19 – 23 Sep, 24 – 28 Oct, 12 – 16 Dec	2550
EMDP 8	Economic Empowerment Policy Development and Management	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
EMDP 9	Economic Planning and Budgeting	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
EMDP 10	Economic Sectoral Policy Analysis and Management	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
EMDP 11	Electricity and Energy Regulation	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
EMDP 12	Enterprise Restructuring, Commercialisation and Privatisation	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3150
EMDP 13	Excel based Macroeconomic Model Building and Simulations	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
EMDP 14	Fiscal Budgeting and Resource Control	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3150
EMDP 15	Fiscal Policy and Macroeconomic Performance	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
EMDP 16	Fiscal Revenue Generation and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3150
EMDP 17	Formulating and Implementing PPP in Social Projects	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
EMDP 18	Fundamentals of Conducting Household Surveys	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
EMDP 19	Fundamentals of Economic Policy Formulation	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3150
EMDP 20	Gender Policy Analysis, Planning and Development	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
EMDP 21	Income Tax and VAT Claims Processing and Administration	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3250
EMDP 22	Intermediate SPSS	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
EMDP 23	Introduction to SPSS Programming	1 week	19 – 23 Sep, 24 – 28 Oct, 21 – 25 Nov	2550
EMDP 24	Introduction to Stata	1 week	24 – 28 Oct, 21 – 25 Nov, 12 – 16 Dec	2550
EMDP 25	Investment Policy Development and Implementation	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
EMDP 26	Local Authorities Resources Mobilization and Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
EMDP 27	Macro-econometric Modelling and Forecasting	1 week	22 – 26 Aug, 24 – 28 Oct, 21 – 25 Nov	2550
EMDP 28	Macroeconomic Policy Analysis and Management : Concepts, Tools and Techniques	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3150
EMDP 29	Macroeconomic policy formulation, analysis and management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3150
EMDP 30	Macroeconomics for Public Sector Managers	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
EMDP 31	Management of Decentralized Development	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
EMDP 32	Management of Rural Development Programmes	1 week	24 – 28 Oct, 21 – 25 Nov, 12 – 16 Dec	2550
EMDP 33	Monetary and Fiscal Policies Management for Legislators	1 week	22 – 26 Aug, 19 – 23 Sep, 21 – 25 Nov	2550

EMDP 34	Participatory management of rural development programmes	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
EMDP 35	Planning and Management of Energy Resources	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
EMDP 36	Planning and Management of Social Services and Infrastructure	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
EMDP 37	Policy Analysis for Parliamentarians and Policy Makers	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
EMDP 38	Policy design, Analysis and Empowerment	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
EMDP 39	Policy Formulation Implementation and Evaluation	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
EMDP 40	Policy implementation and Stakeholder Involvement	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
EMDP 41	Policy Issues and Planning in the Agricultural Sector	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
EMDP 42	Public Budgeting and Fiscal Management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	3150
EMDP 43	Public Debt Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3150
EMDP 44	Public Financial Management for Effective Aid Management for Policymakers and Parliamentarians	1 week	22 – 26 Aug, 24 – 28 Oct, 12 – 16 Dec	2550
EMDP 45	Public Sector Management Strategies and Policies	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3150
EMDP 46	Quantitative techniques for macroeconomic analysis and management	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3450
EMDP 47	Research Methodology and Analysis for Government Officers	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3150
EMDP 48	Research Methods, Survey Methodology and Data Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3150
EMDP 49	Resource Mobilization for Rural Development	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
EMDP 50	Restructuring and Privatization of Public Enterprises	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
EMDP 51	Rural energy Planning and Management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
EMDP 52	Sectoral policy design, analysis and management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3250
EMDP 53	Social Policy Development and Empowerment	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3150
EMDP 54	Socio Economic rights	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
EMDP 55	SPSS for Researchers and Policy Analysts	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3450
EMDP 56	STATA - Intermediate	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	3150
EMDP 57	Statistical Analysis for Planners, Budget Officers and Economists	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	3400
EMDP 58	Statistical Methods and Computer Applications for Policy Analysts	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	3250
EMDP 59	Statistical Methods for Poverty Profiling and Analysis	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3450
EMDP 60	Tax Management and Income Generation Strategies	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3150
EMDP 61	Trade Negotiation skills	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	2950
EMDP 62	Computer General Equilibrium (CGE) Modelling	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3600

Land Agriculture and Food Security (LAFS): Venue: - Windhoek (Namibia)

Course Code	Course	Duration	Dates	Cost (US$)
LAFS 1	Agricultural Extension, Innovations and Training	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
LAFS 2	Agricultural Policy Formulation and Analysis	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
LAFS 3	Agricultural Policy in Africa	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	2950
LAFS 4	Agricultural Project Planning and Implementation Management	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3150
LAFS 5	Agricultural Projects Monitoring and Evaluation	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	3150
LAFS 6	Agriculture Development and Food Security	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
LAFS 7	Community Food Security and Agriculture Development	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
LAFS 8	Community Sustainable Livelihood and Food Security Management	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
LAFS 9	Farm Planning and Management	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	2950
LAFS 10	Food Insecurity and Vulnerability Information and Mapping Systems	2 weeks	17 – 28 Oct, 14 – 25 Nov, 05 – 16 Dec	3350
LAFS 11	Implementing and Sustaining Food Security in Africa	2 weeks	15 – 26 Aug, 12 – 23 Sep, 14 – 25 Nov	3150
LAFS 12	Land Policy Development and Poverty Reduction Policy Management	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
LAFS 13	Land Policy Formulation, Implementation and Monitoring	2 weeks	15 – 26 Aug, 17 – 28 Oct, 14 – 25 Nov	2950
LAFS 14	Land Reform and Food Security	2 weeks	12 – 23 Sep, 17 – 28 Oct, 05 – 16 Dec	2950
LAFS 15	Monitoring and Evaluation of Agricultural Development Projects	2 weeks	15 – 26 Aug, 17 – 28 Oct, 05 – 16 Dec	2950
LAFS 16	Policy Issues and Planning in the Agricultural Sector	2 weeks	12 – 23 Sep, 14 – 25 Nov, 05 – 16 Dec	2950
LAFS 17	Training of Trainers on Land Rights and Land Policy in Africa	2 weeks	12 – 23 Sep, 17 – 28 Oct, 14 – 25 Nov	3250

Application/ Nomination Form

Organisation _____

Department_____

Email address _____

Postal Address_____

Phone numbers .....

Course Title_____

Attendance Month .....

Preferred Venue _____

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

Attach a separate list in cases where the delegates are more than six (Applications can also be submitted online or by email).

Expected Benefits from participation .....

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Authorised Signature:_____ Position_____ Date: _____